



SMOKE FREE TOBACCO FREE CAMPUS WMHI WORKGROUP MINUTES FOR 5-26-2005

MEMBERS PRESENT: Dr Arong, Connie Hannemann, Natalie Stenson, Larry Lautenschlager, Mary Nitz, Joann O'Connor, Marla Hill, Mike Leuthold, Larry Schomer, Sterling R., Mary Kotschi

MEMBERS ABSENT: Marilyn Clarenbach Ronecka, Baker, Ben Eggum, Sharon Haberkorn, Greg Hurlbut, Diane Shaw, Karen Wright, Rita Kennedy, Jennifer Rew, Jeff Manning, Rich Garman

1. Review minutes from 5-12-2005-Marla Hill

Minutes were reviewed.

ACTION: minutes accepted

2. No Smoking/Tobacco signage-Rich Garman and Jeff Manning

As neither Jeff or Rich are present today, this topic is tabled to the next meeting.

3. Patient Assessment Forms – roll out plan

Discussion centered on the best time to initiate and whether to include all units at once or to do individually. On some units, such as Challenges, if the assessment is done now, the patient may infer that they will still be here until October.

Action: Patient Tobacco Use Assessment form:

- Start date to do assessments on all patients currently in house: Tuesday, June 21.
- Units may elect to delay the assessment on current patients if the treatment team feels it is in the best interest of the patient to wait, with documentation in the patient's chart.
- New admissions will have Tobacco Use Assessment done as part of the admission process and in the chart within 14 days. Start date: June 21.
- Tally Sheet: Joann will develop a Tally Sheet for the Unit Directors to use that will identify the number of patients on their units wishing to quit and the resources they will need. Sample to be reviewed at the next meeting.
- POMR inclusion – Joann to insure that the assessment piece is included in the POMR

4. Staff Survey on Tobacco Form

Final review of form took place – copy is available on the L: drive under L:/Tobacco Free folder.

Action: Staff Survey

Target date to send out Staff Surveys: Tuesday, June 21. Unit Directors and Supervisors will distribute to staff as opposed to sending with paychecks.

5. Survival Kit—

Natalie brought a sample of the Survival Kit with items currently available. \$2132.87 has been spent to date. It was suggested that the assembly of the Survival Kits would be a good project for New Directions patients. Natalie has received about 10 meditation tapes, one for each shared nursing unit and others to be distributed throughout the facility. The Survival Kit will include the following items:

- stress ball in shape of fire extinguisher & appropriate wording
- candy mints with appropriate wording
- water bottle with logo and wording
- lolli pops
- brochures

- lip balm with logo and wording
- stickers
- smaller laminated version of poster that Sterling had done

Action: Natalie to proceed with Survival Kits and have ready for week of June 21.

6. **Review of Letters to WMHI - publics**

The group brainstormed who the letters should go to and this is the list:

- Wee Winni
- Credit Union
- Vendors/Contractors (obtain list from Business Office)
- Volunteers
- Foster Grandparents
- UW-Oshkosh, Fox Valley, Rhineland (for students)

Action:

- Letters to go out June 21, 2005. Natalie will compile listing of addresses.
- Joann to contact Madison Central Office to have them include the County Sheriffs' offices in their routing.
- Joann to ask Carol Thomas and Rich Garman about others to include for students and community contacts
- Anyone who thinks of others who should receive a letter, please let Natalie and Joann know, even if the letters will go out after the initial mailing.

7. **Dissemination of materials**

Mary presented the most current list of materials available in the Library which is on the L drive and will be put on the Tobacco/Smoke Free web site. Posters have been distributed to Units and around the Institute. The Library is looking at having a centralized location for the Tobacco/Smoke Free materials. Mini News articles have been appearing with Mary submitting one weekly. Best Practices group is finalizing the first session for video and presentation scheduled for late June. The WMHI Tobacco/Smoke Free web page is up and running – and looking very nice!

Action:

- Posters
 - June 21 – send out a number of posters along with a cover letter to each Unit Director and Department supervisor along with the Staff survey sheet, Patient tobacco assessment forms, and tally sheets. These posters would replace the ones currently up and provide something new.
 - Joann to do cover letter that goes out with materials on June 21.
 - Distribute Sterling's poster for October 3.
- Library materials – Mary to make known to other DDES facilities of the resources available as part of the DDES Library system.
- Mary to continue submitting weekly Mini-News articles.

8. **Unit Plans**

A Unit Plan has been received from GHN 2 and Youth Services. Units are working on their plans and each will have different approaches. Group felt that there should be some basic components that appear in all of the plans.

Action: Make this a major agenda item for the next meeting and formulate what the components of the Unit Plan should be. Perhaps develop a packet that would be useful for Unit Directors to use.

9. **Peer Counselor Training**

June 2 is the date for the Roger Dier (from CTRI-UW-Madison) training with one session from 9:30-11:00 and the other from 1-2:30 in the Auditorium. All who have volunteered to be Peer Counselors and members of this committee should attend one of the sessions.

Action: At the end of each session, Joann and Marla will meet with the Peer Counselors on how best to go forward.

10. Policy/Procedure

Policy 113.16 – Smoking Regulations is in final draft and has been approved by Madison.

Action

Joann to send the policy for distribution.

11. Other

Ample time did not permit for discussion of these items at this meeting, but will be placed on future agendas:

- Having a booth at the annual Health and Safety Training in the fall
- Looking at establishing extended gym hours
- Edibles to be available on units/throughout the facility
- Alternative options available in the Canteen and or Unit, such as video games.
- Possible poster contest put on by patients during the summer/fall

NEXT MEETING June 9, 2005; 10:00 – 11:00; Winnebago Room